



What Employees Need to Know About Preparing for Pandemic Influenza

Working for America

UNITED STATES OFFICE OF PERSONNEL MANAGEMENT



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Basic Objectives

Government's priority is to ensure departments and agencies have the workforce needed to complete critical missions.

This must be done in a manner that helps you to prepare and protect yourself.



Online Employee Guidance

- Pandemic Guide
- Fact Sheets
- Questions & Answers

- Online Resources:

www.opm.gov/pandemic

www.pandemicflu.gov

www.pandemicflu.gov/plan/federal/index.html#employees

(Check back regularly for latest information)

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What Are My Work Options?

- Alternative Work Schedules
 - Flexible Work Schedules
 - Compressed Work Schedules
- Work from home or alternative site

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What About My Pay?

- No disruption in paychecks if you use paid leave or work from home or an approved alternative site
- Normal pay continues and will include premium pay (including overtime), allowances and differentials
- May receive evacuation pay based on agency policy

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What Are My Leave Options?

- What if I am sick?
- What if someone in my family is sick?
- What if I have been exposed and may be contagious?
- What if my child's school or day care center is closed?
- What if a family member dies?
- What if I cannot work from home?
- What if I am afraid to go to my usual worksite?
- When can I return to work if I am diagnosed with pandemic influenza?

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Benefits Will Continue

- Health, Dental and Vision Insurance
- Federal Employees Life Insurance Program
- Long Term Care Insurance
- Flexible Spending Account Program
- Retirement Annuities
- Social Security
- Thrift Savings Plan
- Workers' Compensation

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Employee Assistance Program (EAP)

- A voluntary program that can provide confidential assessment, short-term counseling, referral and follow-up services
- No cost to employee
- Become familiar with your agency EAP in case you need help during a pandemic health crisis

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Summary

Governmentwide HR policies are designed to meet two basic objectives:

- (1) Provide for continuity of Government operations
- (2) Help you prepare and protect yourself

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